



CONTRACT MANAGER ROLES/RESPONSIBILITIES

The Role of the Contract Manager

Contract management plays a vital role in every organization.

The contract managers systematically and efficiently manage contract creation, execution, and analysis for the purpose of maximizing financial and operational performance.

- Point person to receive all documents
- Maintain Central File
- Answer Budget and Invoice questions.

Responsibilities:

- Review and approve AFA packages in conjunction with the Program Consultant
- Develop and maintain Fiscal Administrative Policy and Procedures Manual
- Review and approve Budgets and Budget revisions
- Verifies expenditures and authorizes payment of invoices
- Develop fiscal documents and budget worksheets
- Monitors agreements for fiscal & administrative compliance
- Review and respond to audits
- Provide technical assistance and clarification on all fiscal administrative issues
- Develop and authorize fiscal approval letters
- Track Inventory